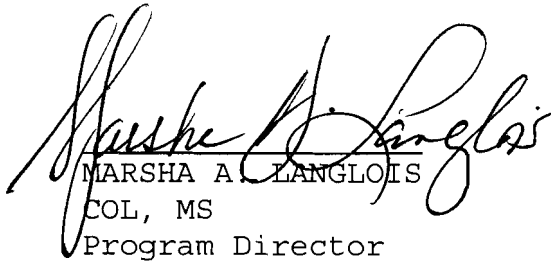
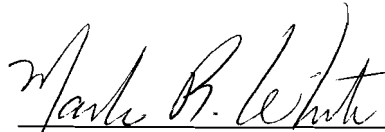
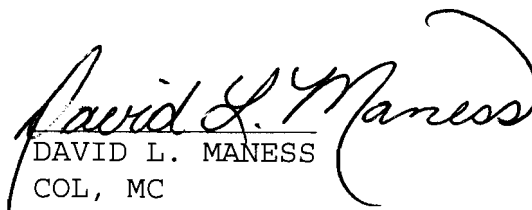


U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
ACADEMY OF HEALTH SCIENCES  
DEPARTMENT OF HEALTH SERVICE ADMINISTRATION (DHSA)

STUDENT EVALUATION PLAN  
4B-670A  
HEALTH SERVICES WARRANT OFFICER BASIC COURSE

  
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DATE APPROVED:

1 July 06

This Student Evaluation Plan supersedes the 4B-670A SEP dated  
20 Dec 2004.

MCCS-HFE

## STUDENT EVALUATION PLAN

4B-670A

### HEALTH SERVICES WARRANT OFFICER BASIC COURSE (WOBC)

**I. PREFACE.** The purpose of this Student Evaluation Plan (SEP) is to establish policies, assign responsibilities and prescribe procedures for the execution of the 4B-670A, Health Services Warrant Officer Basic Course. The policies and procedures prescribed herein shall apply to all individuals attending the course.

### **II. COURSE DESCRIPTION.**

A. Course Length/Location. The 4B-670A, Health Services Maintenance Warrant Officer Basic Course is six weeks in length and is conducted at the U.S. Army Medical Department Center and School (AMEDDC&S), Fort Sam Houston, Texas.

B. Scope. The course is designed to prepare Warrant Officers of the Active Army and Army Reserve to perform the technical and tactical tasks required of a specialty-trained Health Services Maintenance Officer at the W01/W02 level and to certify their entitlement to be awarded the MOS 670A. The 4B-670A course provides instruction on the responsibilities of the Health Services Maintenance Technician: maintenance management, administrative functions, maintenance concepts, medical maintenance management systems, field medical training, automated information systems, logistics functions, and related general subjects. You will receive training on field medical equipment, identifying electrical safety and power generation issues, and potential maintenance problems in a Deployable Medical Systems (DEPMEDS) facility, located at Camp Bullis, Texas.

C. Prerequisites. The 4B-670A course is available to Active Army and Reserve Components (RC) Warrant Officers who have completed training at either the U.S. Army Medical Equipment and Optical School or the DoD BMET Training Course (91A formerly 35G and 35U Courses) and have successfully completed the Warrant Officer Candidate School (WOCS) at Fort Rucker, Alabama. As an initial entry Warrant Officer, you must complete the 4B-670A Course within two years upon completion of WOCS (911-09W). Also, you must have 20/20 correctable vision, hand-eye coordination, normal color perception and auditory acuity. You must pass the Army Physical Fitness Test (APFT),

and meet height and weight standards IAW AR 600-9. A security clearance is required for this course.

D. Service Obligation. Minimum time in service remaining upon completion of this course is six years after graduation from WOBC: IAW 350-100 for RA; and AR 135-200 for USAR and ARNG.

**III. PURPOSES OF EXAMINATIONS.** You will take three written examinations, six practical exercises, and complete one oral presentation, six written assignments, and two correspondence courses. The purposes of the examinations and written assignments include, but are not limited to, the following:

A. Measure the degree to which you have achieved the stated course objectives.

B. Monitor your progress in meeting course objectives.

C. Provide feedback to the Program Director on the effectiveness of instruction and instructional materials.

D. Assist the Program Director with data/information for the evaluation of instructional methods.

E. Rank-order students when applicable.

**IV. COURSE REQUIREMENTS.** To graduate from this course, you must achieve the required academic and nonacademic standards.

A. Academic Standards.

1. Exceeded Course Standards. You must graduate in the top 20% of your class with a cumulative academic average of 90% or higher in order to receive "Exceeded Course Standards" on your Academic Evaluation Report (AER).

2. Achieved Course Standards. You must attain 70% or greater on all three examinations and attain a cumulative academic average of at least 75% to receive "Achieved Course Standards" on your AER.

3. Marginally Achieved Course Standards. An academic average of 70.00-74.99% will earn a "Marginally Achieved Course Standards" and supporting comments on your AER.

4. Failed to Achieve Course Standards. An academic average of 69.99% or below will earn a "Failed to Achieve Course Standards" and supporting comments on your AER.

5. Unsatisfactory Performance. Any exam, GPE,

project or briefing scored at less than 70% is unsatisfactory performance and will require a "Retest" within two (2) academic days. No "Retest" will count more than 70% of the total possible points and the student will be considered ineligible for any class honors.

6. Academic points are awarded as follows:

<u>EVALUATION</u>	<u>POSSIBLE POINTS</u>
a. <u>Examinations:</u>	
Written Examination 1	175
Written Examination 2	175
Written Examination 3 (Common Core)	175
b. <u>Graded Practical Exercises (GPE):</u>	
The Army Authorization	
Documents System (TAADS)	25
Readiness Reporting	50
Unit Status Reporting	50
Common Table of Allowances (CTA)	25
Property Accountability	25
Hand Receipt Management (PE)	25
c. <u>Written and Oral Assignments</u>	
Oral Presentation	100
Written Assignment - Autobiography	50
Written Assignment - Research Paper	100
Written Assignment - Information Paper	
(Maintenance Related (Topic)	50
Written Assignment - NCOER	50
Written Assignment - Recommendation	
for Award	50
Written Assignment - Curriculum Vitae	50
d. <u>Correspondence Course Assignments</u>	
Contracting Officer Representative	
Course	50
Maintenance Leader's Course	50
<b>TOTAL</b>	<b>1275</b>

7. Grading. Your grade is determined by dividing the total number of points achieved by the number of possible points.

B. Nonacademic Standards.

1. Physical Fitness.

a. You will not graduate from this course if you fail to maintain height and weight standards IAW AR 600-9, AR 351-1 and AMEDDC&S and FSH Reg 351-12 as applicable when you report to this course.

b. If you fail the initial weigh-in/tape you will be referred to the Program Director for possible removal from the course. At a minimum you will be enrolled in the special populations PT Program.

2. Army Physical Fitness Test (APFT).

a. You will be administered a Diagnostic APFT during the first week of the course. If you fail the Diagnostic APFT, you will be enrolled in the special populations PT program.

b. You will conduct physical training five (5) days per week and the Physical Training Officer in Charge (OIC) will monitor your progress throughout the course.

c. You will be administered a Record APFT during the last two weeks of the course. If you fail the Record APFT, you will be referred to the Program Director for possible removal from the course.

d. International students and DA civilians are not required to take the APFT but are encouraged to do so.

3. Physical Training (PT).

a. You will participate in a regular PT program five (5) days per week to maintain readiness IAW FM 21-20.

b. International students and DA civilians are not required to participate in PT but are encouraged to do so.

4. Standards of Conduct. Standards of conduct violations such as cheating, disrespectful behavior, inappropriate personal appearance, lack of military bearing, substance abuse, insubordination, absences, chronic lateness etc., will be strictly enforced IAW UCMJ and AMEDDC&S and FSH Reg 351-12, as applicable.

C. Demonstrated Abilities. Your demonstrated ability ratings are assessed independently of your academic performance summary on your AER. In other words, you may exceed the academic course standards and not necessarily earn a superior rating in any of the demonstrated abilities areas of the AER.

1. You will receive one of three ratings (UNSAT, SAT, SUPERIOR) on your AER for your demonstrated written communication, oral communication, and research ability based on all written and oral communication assignments.

2. If you serve as the Class Leader, S1, S3, S4 or any other leadership position, you will receive one of three ratings (UNSAT, SAT, SUPERIOR) on your AER for your demonstrated leadership skills.

3. You will receive a "not evaluated" rating on your AER for your leadership skills if you do not serve in leadership positions.

## V. POLICIES/PROCEDURES.

### A. Evaluations.

1. You will be evaluated on your performance on all examinations, graded practical exercises, quizzes, written assignments, briefings, and certifications during the course. (See paragraph IV-A).

2. You will be informed of the results of your performance as soon as possible following each examination, graded practical exercise, quiz, paper, briefing, and certification.

3. Your Class Advisor will schedule a review for all graded events to provide detailed performance feedback, identify the correct answer for each item, explain scoring criteria, and settle any disputes.

B. Remedial Training/Retest. Appropriate remedial training and retesting will be IAW AMEDDC&S Reg 351-19, and performed before or after normal duty hours, or during Class Advisor's time as coordinated by the Class Advisor.

1. You will be retested only after all remedial training has been completed.

2. The maximum score you can achieve for a retest is 70%.

3. If you fail a retest, you will be referred to the Program Director for counseling action and possible removal from the course.

C. Academic Counseling. Counseling will be conducted IAW AMEDDC&S and FSH Reg 351-12. Counseling gives you regular scheduled times throughout the course to review your academic progress. It affords frequent opportunities for your Academic Counselor to review your academic progress.

1. Your Class Advisor will assign an Academic Counselor to you from the Logistics Management Branch staff during the first week of the course.

2. The Class Advisor will also schedule times during the course for you to meet with your Academic Counselor so you can assess your academic, physical, and military professional development.

3. Frequency of Counseling.

a. You are required to report to your Academic Counselor for counseling not later than the duty day following examination score receipt.

b. You will be formally counseled, in writing, a minimum of four times during the course. It is recommended that you meet face-to-face with your counselor at least once a week.

c. You may request counseling at any time throughout the course from the faculty or staff.

D. Student Ranking.

1. Your grades are rank ordered (compared with other students' grades) by total cumulative grade points. Your class standing is determined by rank ordering your cumulative grade point average with those of other students in your class. Your academic average is computed by dividing the total number of points you earned by the total available points.

2. Your eligibility to compete for honors and awards is IAW AMEDDC&S Reg 351-10. If you have been placed on probation or have failed a Record APFT during the course, you will not be eligible to compete for honors and awards.

E. Probation. Procedures for academic probation are discussed in AMEDDC&S and FSH Reg 351-12.

1. Purpose. The purpose of Academic Probation is to:

a. Help you identify performance problems and their consequences, if corrective actions are not implemented.

b. Advise you of ways to improve your performance.

c. Provide you a means by which to measure improvement.

2. Academic Probation.

a. You will be placed on academic probation if you fail any of the three examinations or if your cumulative academic average falls below 70%. You will be removed from academic probation once you pass the retest and your cumulative academic average reaches 70% or higher.

b. You will attend study halls conducted by Academic Counselors during non-duty hours.

c. You must demonstrate progress if you are on academic probation.

d. The Class Advisor will formally counsel you if at any time you are placed on academic probation.

3. At risk for academic probation. You will be considered at risk for academic probation if your cumulative academic average falls between 70-74.99%. The purpose of identifying students at risk for academic probation is to:

a. Help you identify performance problems and consequences, if corrective actions are not implemented.

b. Advise you in ways to improve your performance.

c. Provide you a means by which to measure improvement.

4. Nonacademic Probation. Personal behaviors that interfere with the conduct of class, failure to meet prescribed standards of behavior, or behaviors that constitute a habitual disciplinary problem are defined in AMEDDC&S and FSH Reg 351-12 and may result in UCMJ action.

F. Student Relief. In accordance with AMEDDC&S and FSH Reg 351-12, your Academic Counselor, with concurrence of the Course Director, may recommend that you be relieved from the course for any of the following reasons.

1. Academic Relief. You may be recommended for



relief if you fail to meet academic course requirements described in paragraph IV A above.

2. Nonacademic Relief.

a. You may be recommended for relief for personal behavior that interferes with the conduct of class, failure to meet the prescribed standards of behavior, failure of the Record APFT, or habitual disciplinary problems.

b. You may also be recommended for relief if you have an extended absence (8 academic hours or more) for emergency leave, hospitalization, incarceration, etc.

**VI. SPECIAL RECOGNITION FOR STUDENTS.**

A. PROCEDURES.

1. If you meet the selection criteria for Distinguished Honor/Honor Graduate, you will be nominated as a candidate. The Program Director will make the final selection.

2. There will be one Distinguished Honor Graduate (DHG) selected per class; however, a class may not have a DHG if a candidate is not eligible.

B. DESIGNATION.

1. Distinguished Honor Graduate (DHG).

a. To be nominated as a candidate for DHG, you must meet all of the following criteria:

(1) Attain the highest cumulative academic average of 95% or higher.

(2) Score above 75% on all exams.

(3) Successfully pass all practical exercises and quizzes.

(4) Meet height and weight standards (if applicable).

(5) Successfully pass the Record APFT (if applicable).

(6) Not have any adverse documentation on student counseling forms.

(7) Not have any disciplinary actions on record.

2. Honor Graduate (HG).

a. To be nominated as a candidate for Honor

Graduate, you must meet all of the following criteria:

(1) Attain a cumulative academic average of 90% or higher.

(2) Achieve the second highest academic average scoring above 75% of possible points on all exams.

(3) Successfully pass all practical exercises and quizzes (See Paragraph IV).

(4) Meet height and weight standards (if applicable).

(5) Successfully pass the Record APFT (if applicable).

(6) Not have any adverse documentation on student counseling forms.

(7) Not have any disciplinary actions on record.

b. An official certificate prepared by DASQA and signed by the Commandant will be awarded to you if selected.

3. Commandant's List. To be eligible for inclusion on the Commandant's List, you must meet the following criteria:

a. Be in the top 20% of the number of graduating students (including the DHG and the Honor Graduate) with a cumulative academic average of 90% or greater.

b. Score above 75% on all exams.

c. Successfully pass all practical exercises and quizzes (See Paragraph IV).

d. Meet height and weight standards (if applicable).

e. Successfully pass the Record APFT (if applicable).

f. Receive no adverse counseling statements on record concerning improper behavior or inappropriate conduct.

g. Receive no disciplinary action while assigned/attached in a student status.

**VII. ELIGIBILITY FOR DIPLOMAS.** You will be awarded a diploma upon satisfactory completion of the academic and nonacademic requirements of this course as stated in Paragraph IV above.

**VIII. PROCEDURES FOR ARMY STUDENTS TO OBTAIN DOCUMENTATION OF ACADEMIC COMPLETION.**

A. The Army/American Council on Education Registry Transcript System (AARTS) represents a partnership between the Army and the American Council on Education (ACE). The transcript documents all Soldiers' military schooling and experience. The AARTS transcript provides college credit recommendations designed to help registrars and admission officers at civilian colleges and universities in their evaluation and award of credit for the Soldier's military learning experiences. To request an AARTS transcript:

1. Visit the AARTS web site at:  
<http://aarts.army.mil/>
2. E-mail AARTS at: [aarts@leavenworth.army.mil](mailto:aarts@leavenworth.army.mil)
3. Mail or fax a written, signed request or completed DA Form 54054-R to: AARTS OPERATIONS CENTER, 415 MCPHERSON AVE, FORT LEAVENWORTH KS 66027-1373. FAX: (913) 684-2011 or DSN 552-2011.
4. Telephone AARTS (toll-free) at (866) 297-4427 or DSN 552-3269.
5. For Soldiers needing more information, contact: AMEDDC&S REGISTRAR, DSN 471-6207, (210) 221-6207, or e-mail [registrar@amedd.army.mil](mailto:registrar@amedd.army.mil).

B. To apply for college credits, you must furnish documents specified in the ACE Guide to the civilian school(s) from which you want to receive credit. The civilian school(s) will decide on acceptance of ACE credit recommendations and hours to be credited.

C. Application Assistance. The Education Services Officer from the Army Education Center will assist you in preparing DD Form 295, Application for Evaluation of Learning Experiences During Military Service, to obtain recognition from civilian schools.

**IX. ACADEMIC EVALUATION REPORTS (AER).** Your Academic Counselor will prepare your DA Form 1059, Academic Evaluation Report. You may obtain additional information concerning Academic Evaluation Reports by referring to AR 623-1.

**X. APPENDIX.** You are required to read the contents of this SEP and sign the SEP Acknowledgement Memorandum, Appendix A, within the next working day.

## APPENDIX A

## STUDENT EVALUATION PLAN ACKNOWLEDGEMENT MEMORANDUM

MCCS-HFE

Date\_\_\_\_\_

SUBJECT: Acknowledgement of Reading Student Evaluation Plan  
(SEP)

1. I have read and understand the Student Evaluation Plan (SEP) for the, Health Services Warrant Officer Basic, 4B-670A Course. All questions I had pertaining to the SEP were answered prior to signing this memorandum.
2. I have also been informed of the counseling requirements IAW AHS Reg 351-18.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Print Name